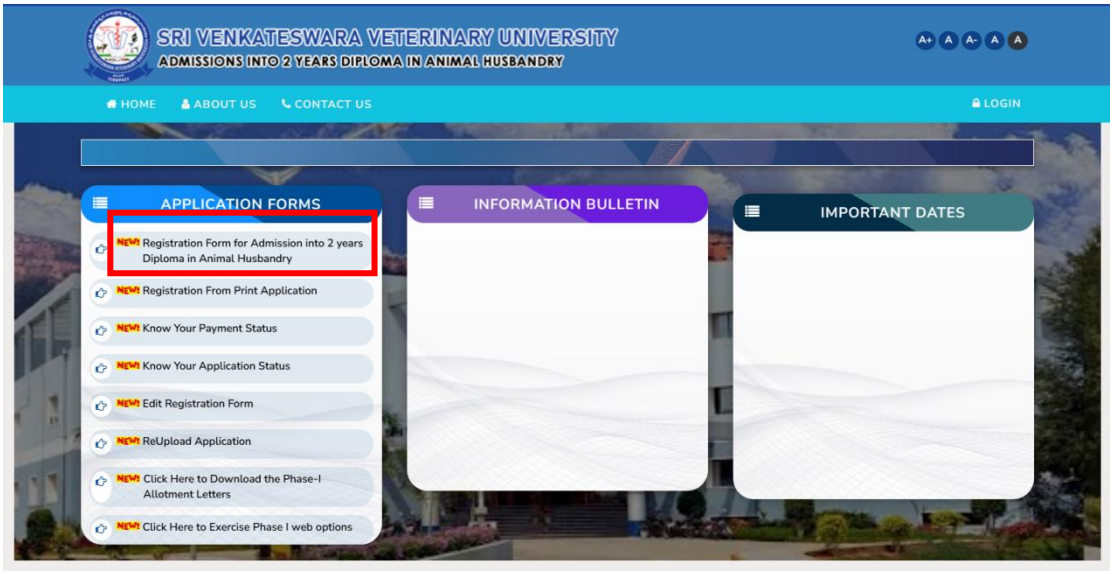
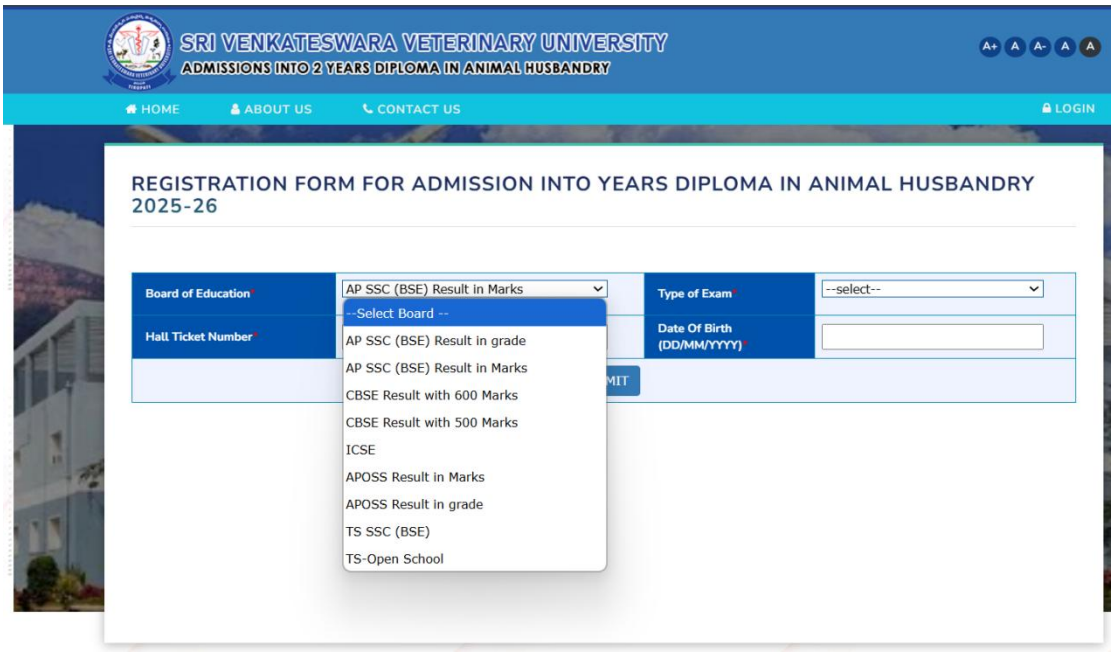
# USER MANUAL OF SVVU DIPLOMA

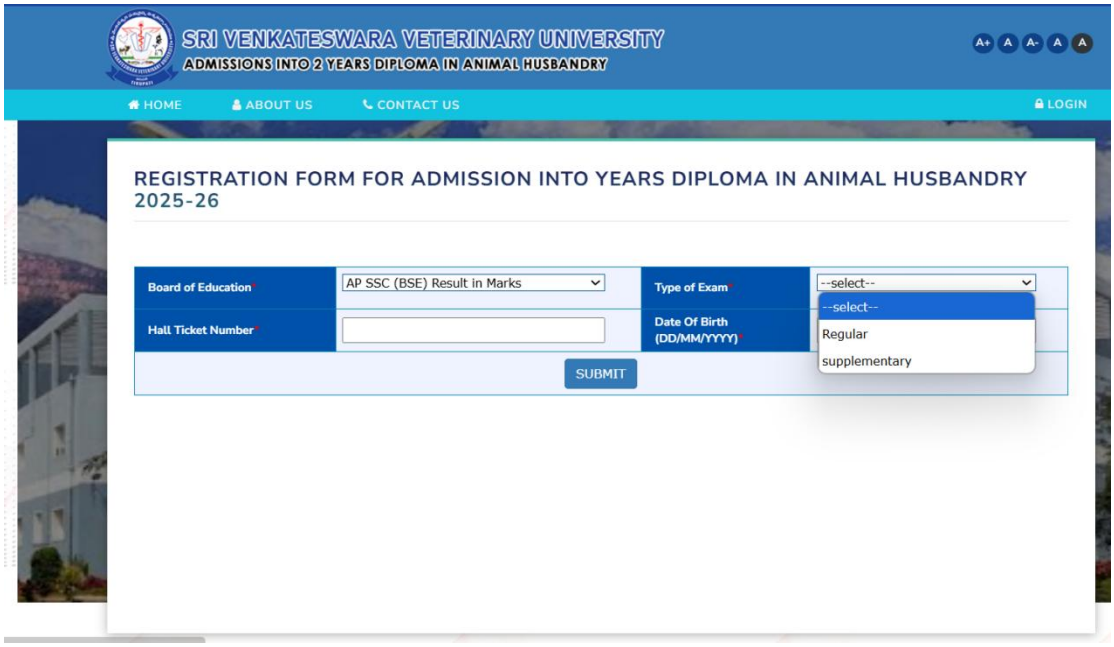
Click on the Registration form in the Forms section.



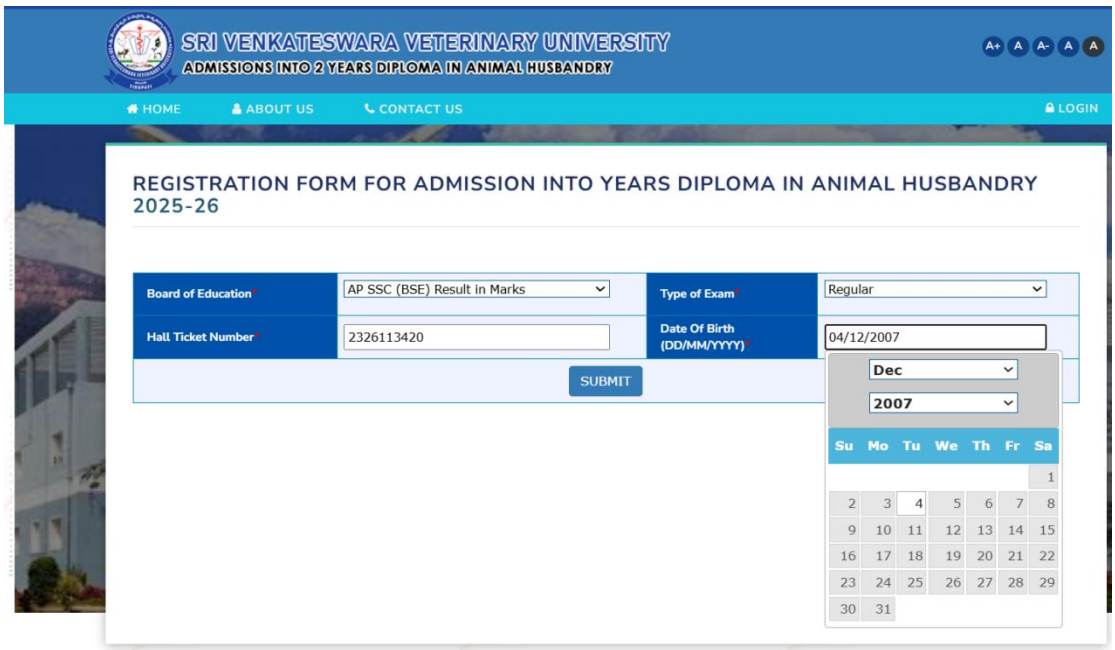

Select the Board of Education



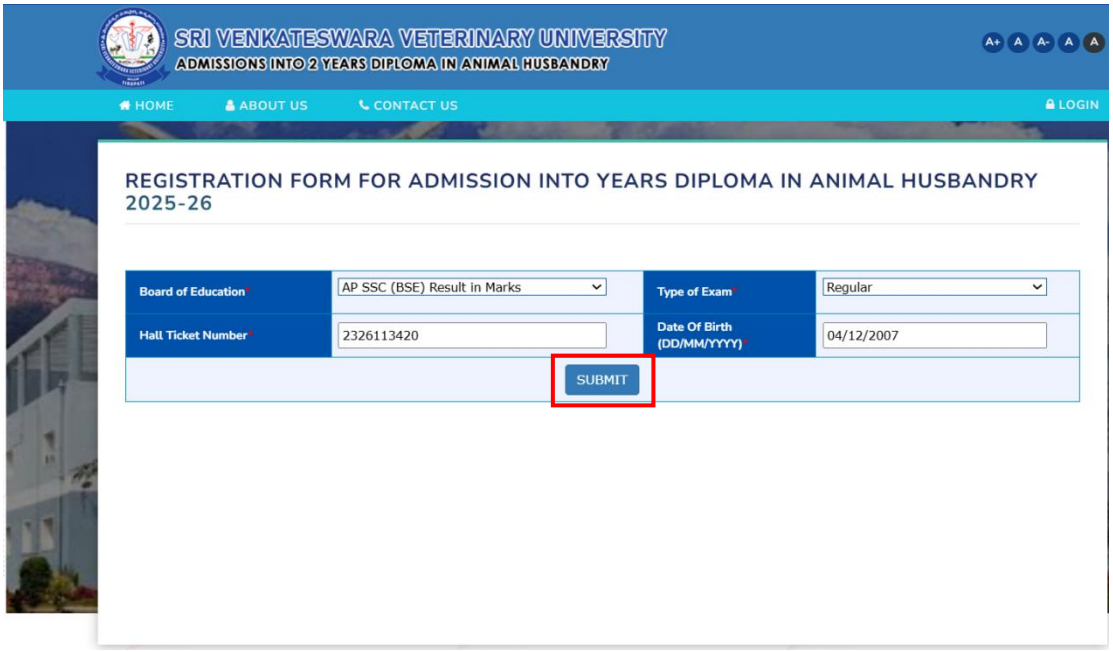
Select the Type of Exam (Regular/Supplementary).



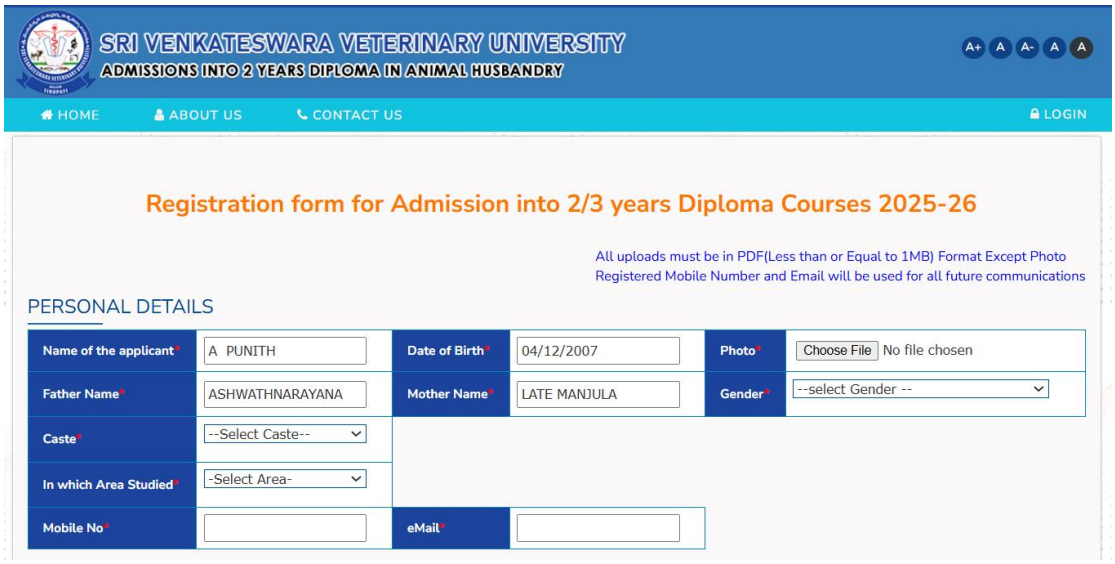

Enter the Hall Ticket Number and select the Date of Birth.



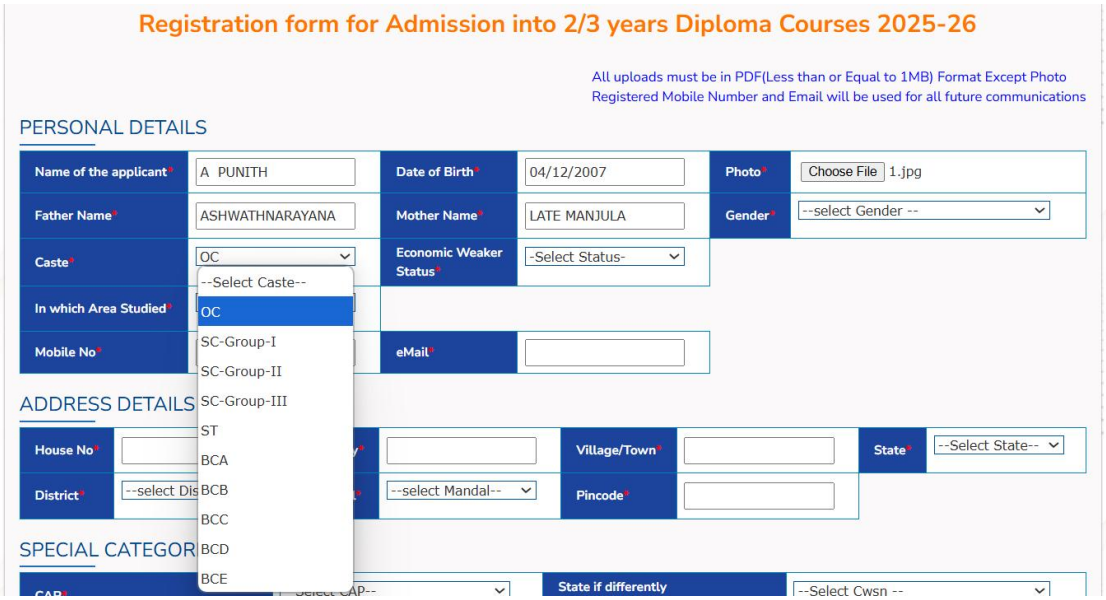
Click on the Submit button to open the registration/Application form.




The basic details I.e., personal details of the candidate will be auto populated and photo has to be uploaded in JPEG.

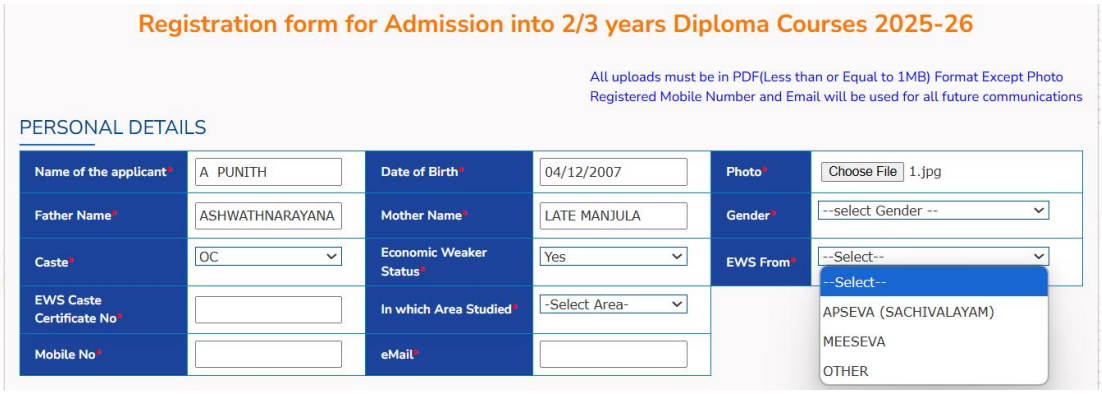


The caste drop down will be displayed, if selected the OC caste, the below screen will displayed.

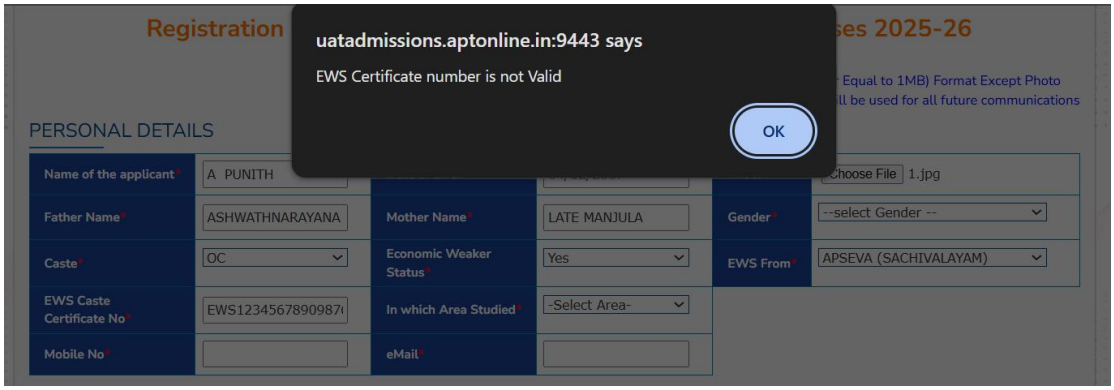



Select the details of the EWS, If candidate belongs to EWS select YES.

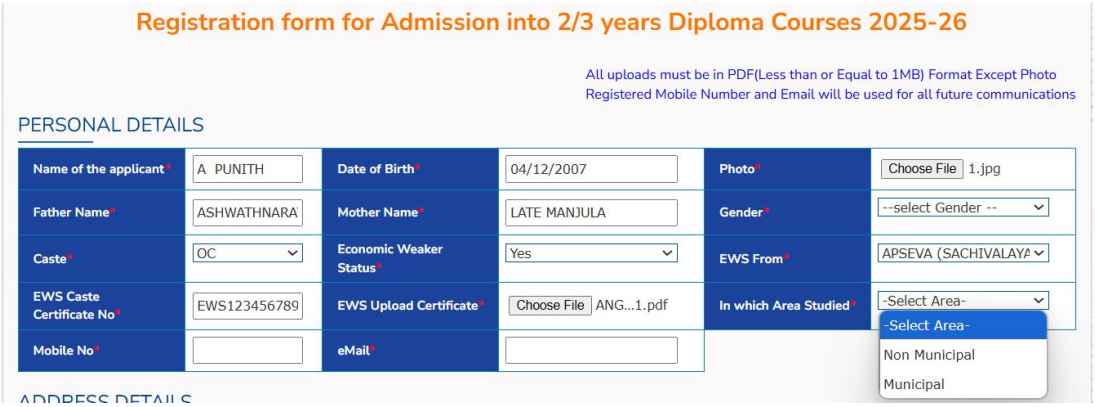
Select the issuing authority which the EWS certificate was issued.



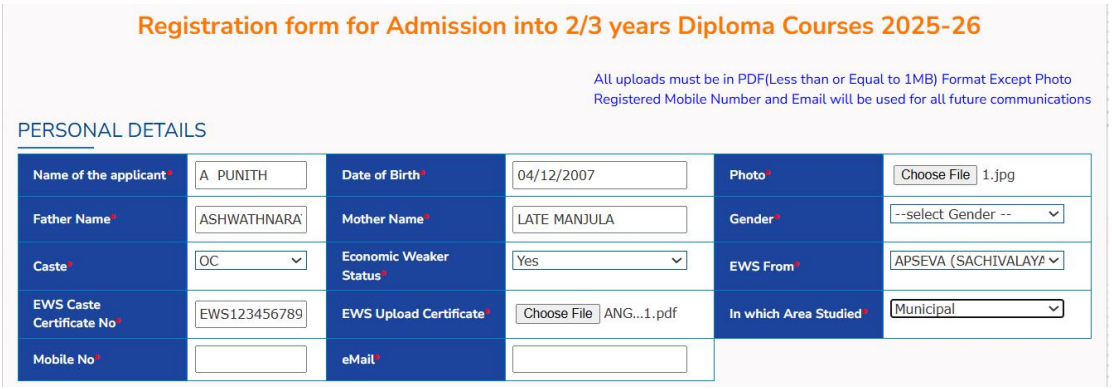
Enter the certificate number, if it is  validated it will be validated, if not validated then the pop-up will appear.




If the certificate is not validated, then the file has to be uploaded and select the area studied (Non-Municipal/Municipal).

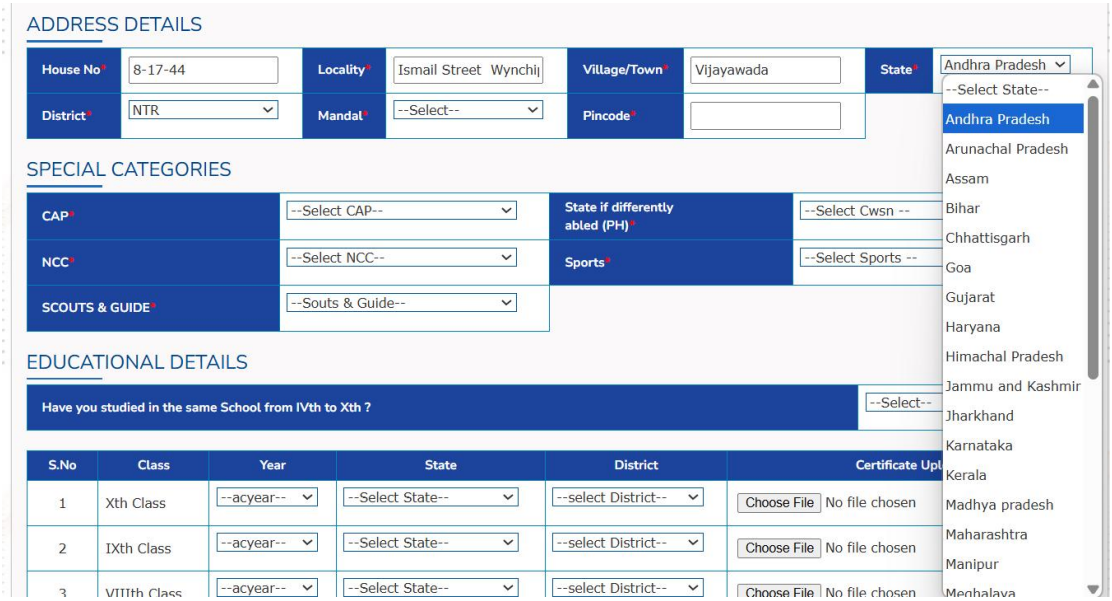


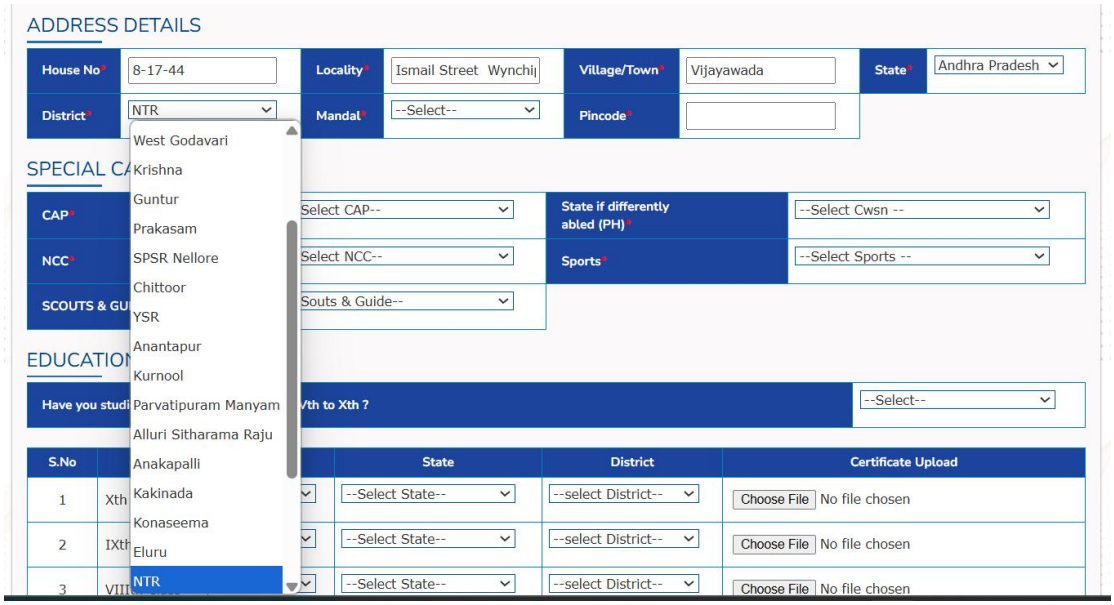

If selected the as Municipal in the area of study, then the application will be continued.



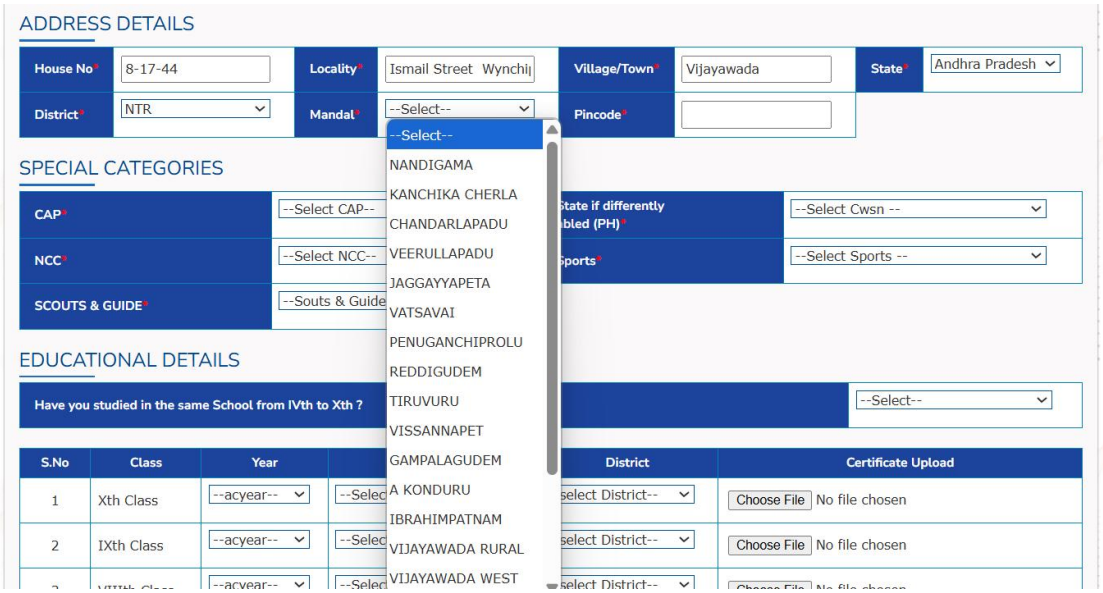
If selected the Non-Municipal in the area of study, then the FORM-I has to be uploaded.
Then the mobile number and email id has to be entered manually in the text box provided.

The address details has to be entered manually in the text box provided, and the remaining drop downs like state, district and mandal has to be selected.

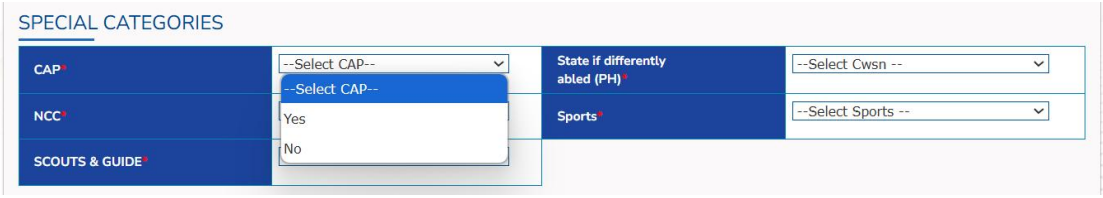




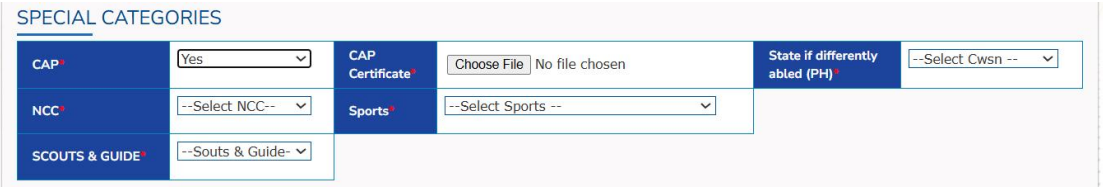

Enter the address details



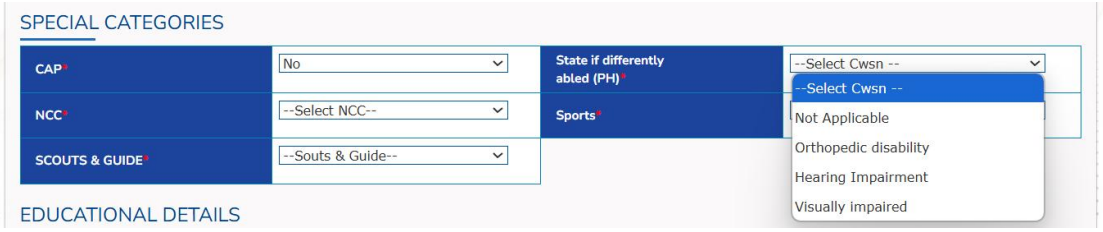
The special categories has to be selected if applicable to the candidate.



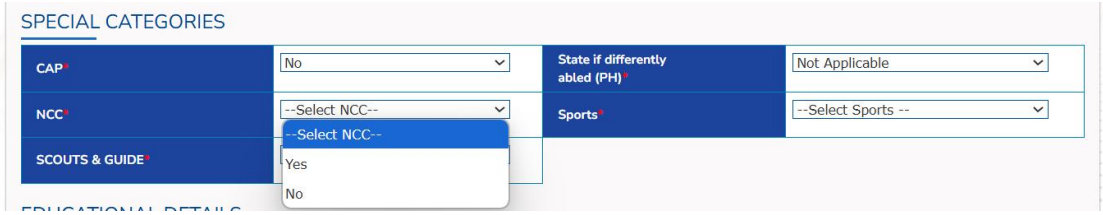

If the candidate belongs to CAP, then select YES and upload the documentary proof.

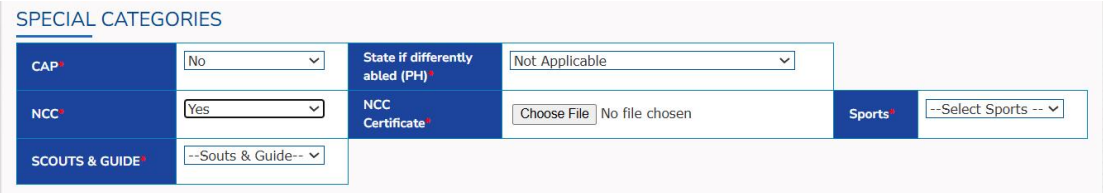



If the candidate doesn't belongs to CAP, then select NO and move forward.



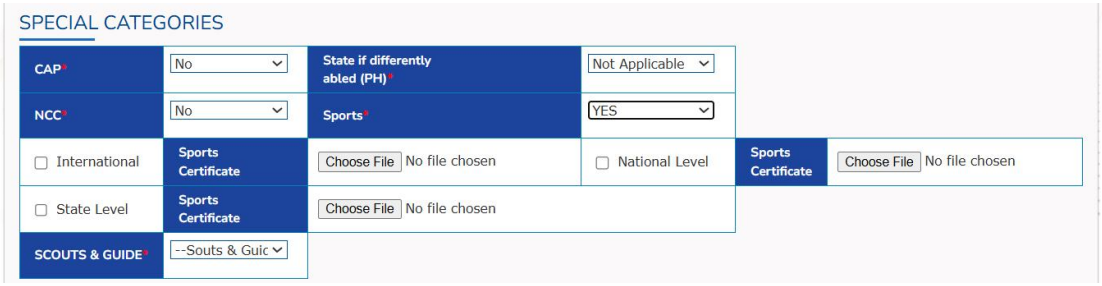

If the candidate is having NCC, then select YES and upload the documentary proof.



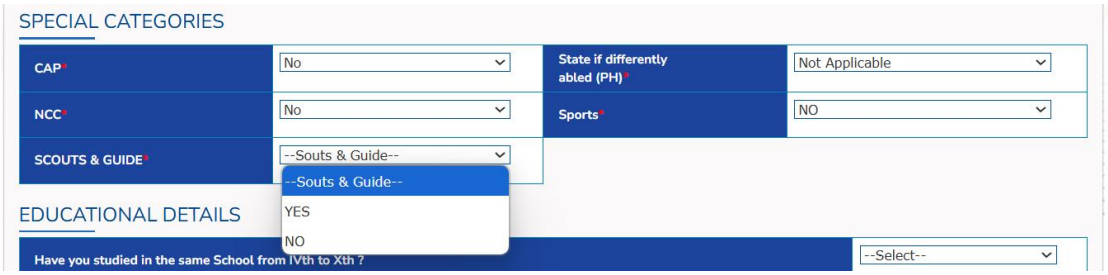




If the candidate is having the Sports for reservation, he has to select YES, othherwise NO.

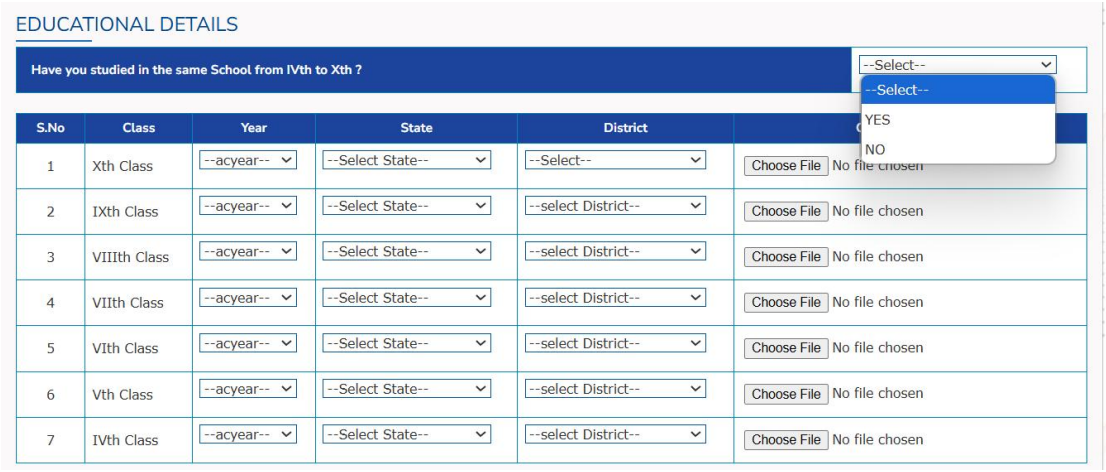
If the candidate selected YES in the Sports category, then three levels of certificate uploads like Internationsl, National and State level will be asked. As per the candidate category, he has to select the check box and upload the relevant file.



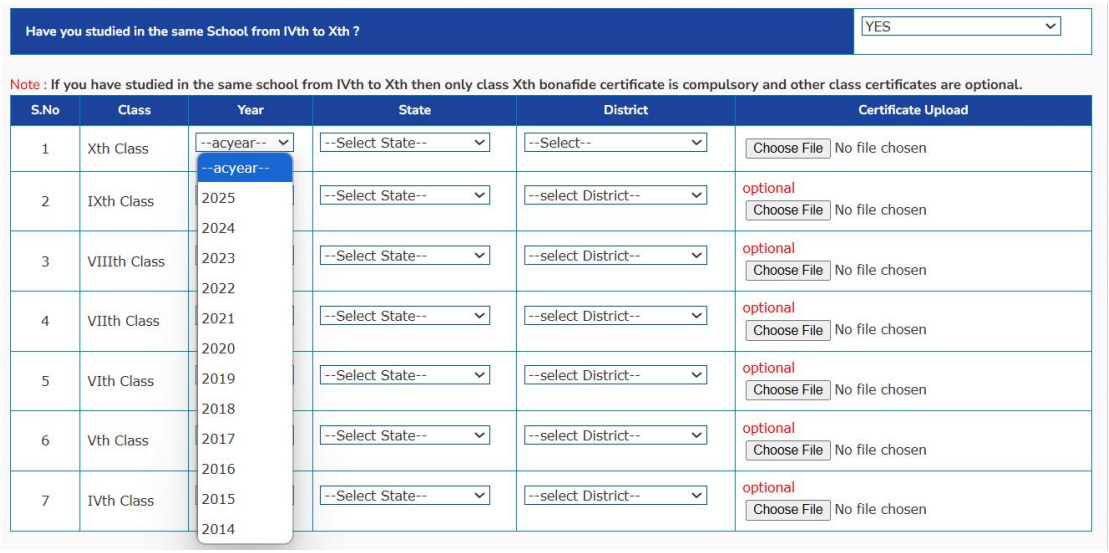

If the candidate having Scounts and Guides, then select YE or NO. If selected YES, then upload the file. If selected NO, then nothing will be asked.

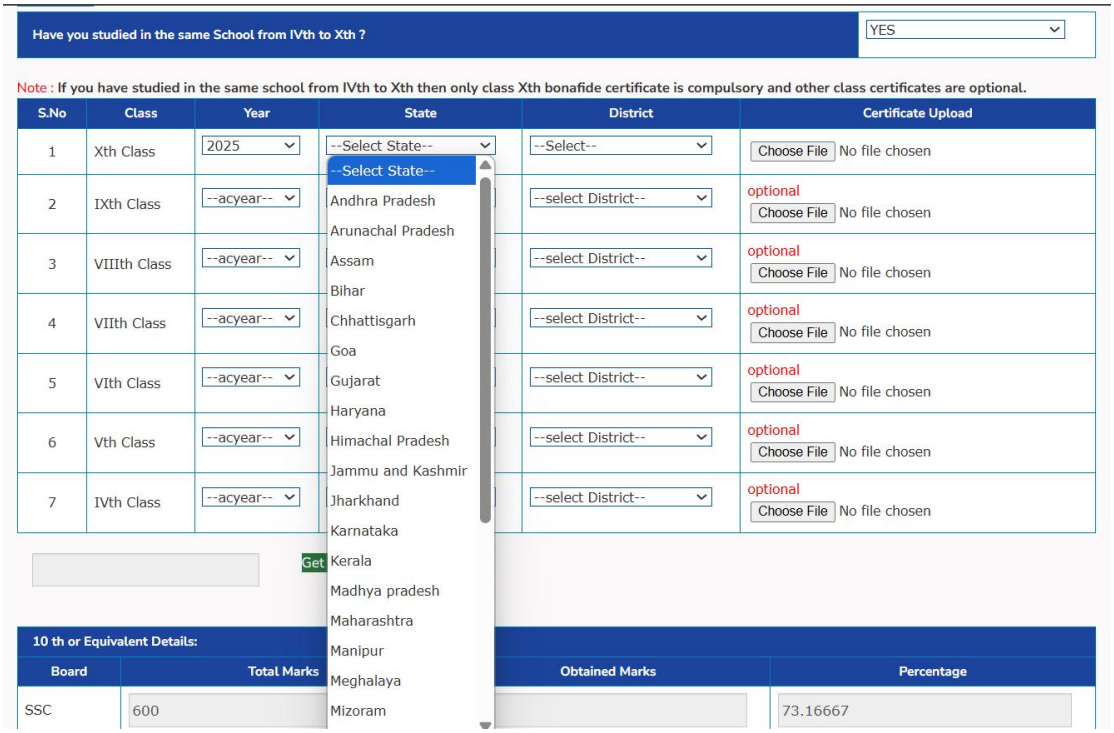


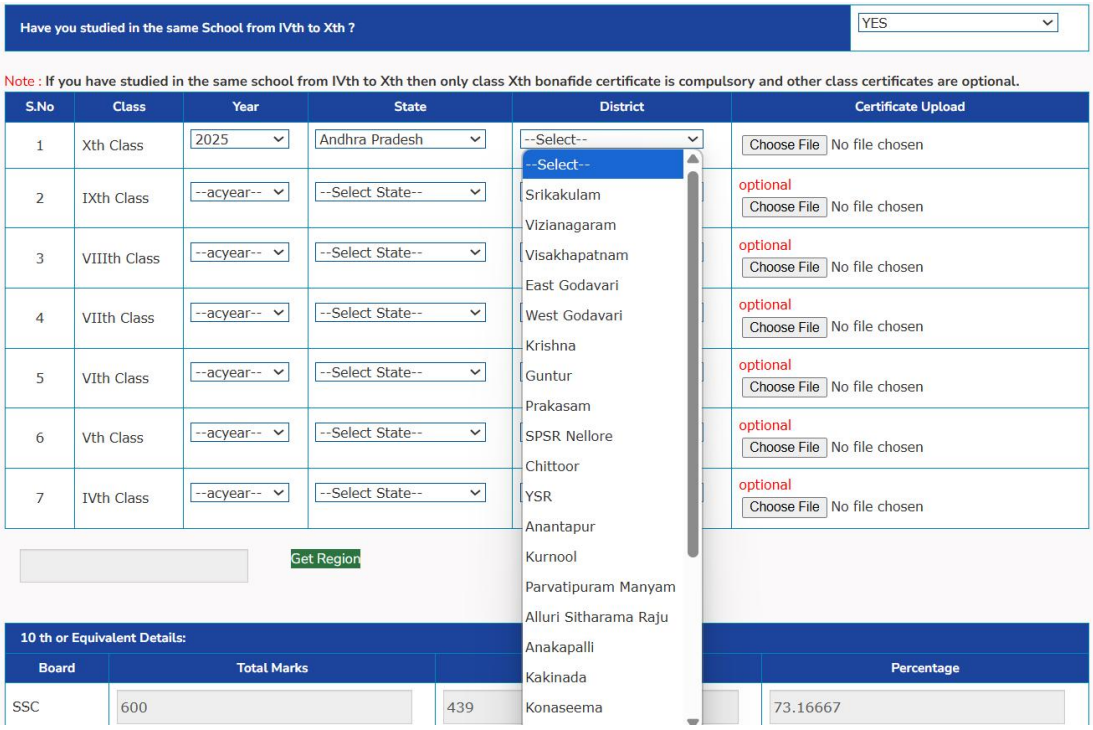
Candidate has to enter the educational details of his last seven years

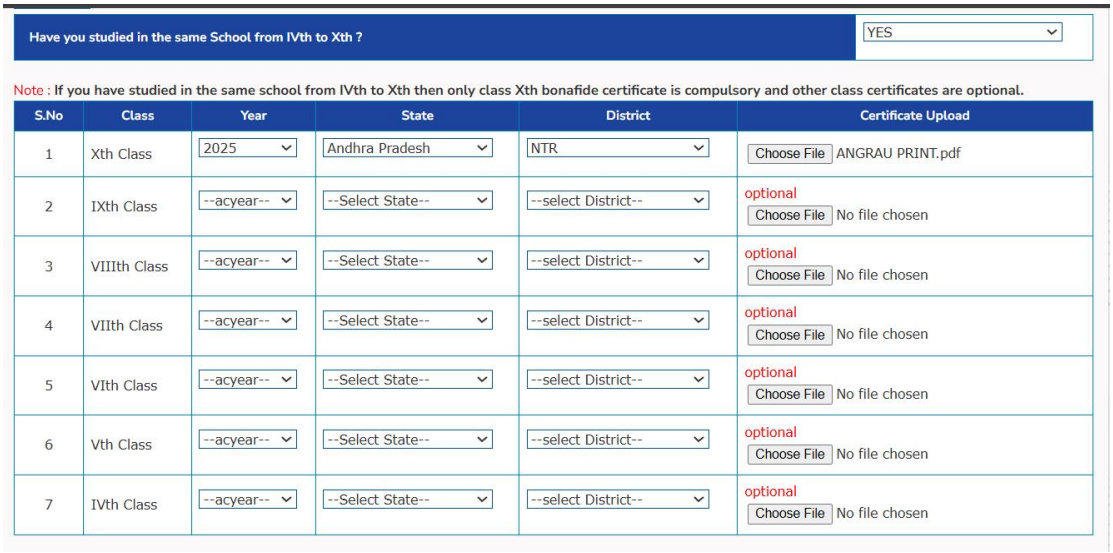



If the candidate studied in the same school, then select YES and he can select only 10$^{th}$ class and upload the file. The remaining are optional.

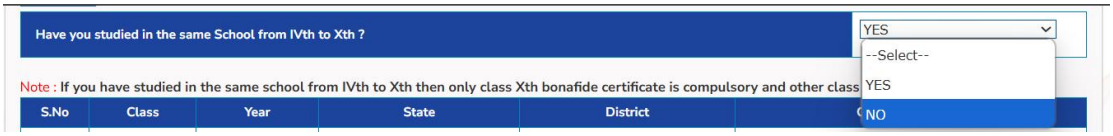


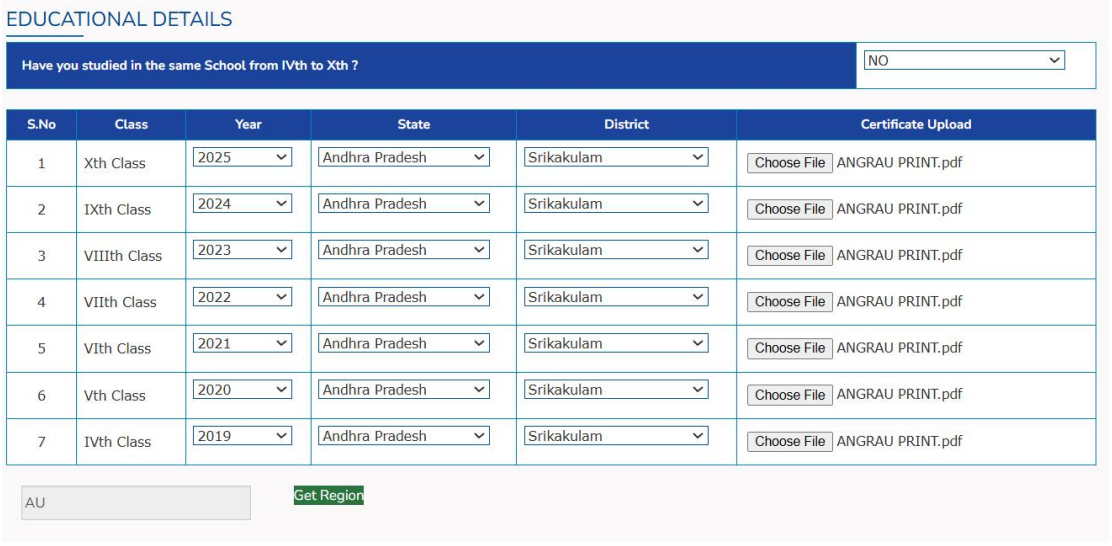

Have you studied in the same School from IVth to Xth ?
YES
Note : If you have studied in the same school from IVth to Xth then only class Xth bonafide certificate is compulsory and other class certificates are optional.
S.No
Class
Year
State
District
Certificate Upload
1
Xth Class
2025
--Select State--
--Select--
Choose File No file chosen
2
IXth Class
--acyear--
--select District--
optional
Choose File No file chosen
3
VIIIth Class
--acyear--
--select District--
optional
Choose File No file chosen
4
VIIth Class
--acyear--
--select District--
optional
Choose File No file chosen
5
VIth Class
--acyear--
--select District--
optional
Choose File No file chosen
6
Vth Class
--acyear--
--select District--
optional
Choose File No file chosen
7
IVth Class
--acyear--
--select District--
optional
Choose File No file chosen
Get
--Select State--
Andhra Pradesh
Arunachal Pradesh
Assam
Bihar
Chhattisgarh
Goa
Gujarat
Haryana
Himachal Pradesh
Jammu and Kashmir
Jharkhand
Karnataka
Kerala
Madhya pradesh
Maharashtra
Manipur
Meghalaya
Mizoram
10 th or Equivalent Details:
Board
Total Marks
Obtained Marks
Percentage
SSC
600
73.16667


Have you studied in the same School from IVth to Xth ?
YES
Note : If you have studied in the same school from IVth to Xth then only class Xth bonafide certificate is compulsory and other class certificates are optional.
S.No
Class
Year
State
District
Certificate Upload
1
Xth Class
2025
Andhra Pradesh
--Select--
Choose File No file chosen
2
IXth Class
--acyear--
--Select State--
optional
Choose File No file chosen
3
VIIIth Class
--acyear--
--Select State--
optional
Choose File No file chosen
4
VIIth Class
--acyear--
--Select State--
optional
Choose File No file chosen
5
VIth Class
--acyear--
--Select State--
optional
Choose File No file chosen
6
Vth Class
--acyear--
--Select State--
optional
Choose File No file chosen
7
IVth Class
--acyear--
--Select State--
optional
Choose File No file chosen
Get Region
--Select--
Srikakulam
Vizianagaram
Visakhapatnam
East Godavari
West Godavari
Krishna
Guntur
Prakasam
SPSR Nellore
Chittoor
YSR
Anantapur
Kurnool
Parvatipuram Manyam
Alluri Sitharama Raju
Anakapalli
Kakinada
Konaseema
10 th or Equivalent Details:
Board
Total Marks
Percentage
SSC
600
439
73.16667




If the candidate studied in the different schools in the last seven years then select NO and select all the fields and upload all the files.




Click on GET REGION after selecting and uploading the files. Basing on the state and district, the region will get.

The details of the SSC will be auto populated basing on the SSC data.

**10 th or Equivalent Details:**

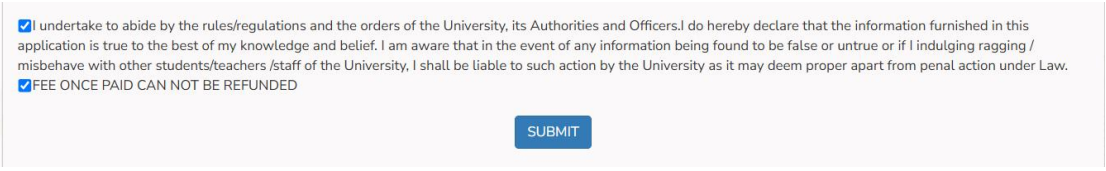
| Board | Total Marks | Obtained Marks | Percentage |
|---|---|---|---|
| SSC | 600 | 439 | 73.16667 |

**Subject-Wise Details:**

| Board | Subject | Total Marks | Obtained Marks | Percentage |
|---|---|---|---|---|
| SSC | Science | 100 | 68 | 68.00000 |
| SSC | Maths | 100 | 62 | 62.00000 |
| SSC | Social | 100 | 81 | 81.00000 |

| | |
|---|---|
| SSC Marks Memo* | Choose File No file chosen |
| SSC Transfer Certificate (Optional) | Choose File No file chosen |

The disclaimer and the Fee non refund check box has to be selected to Submit the Application form, other wise it will not be submitted.

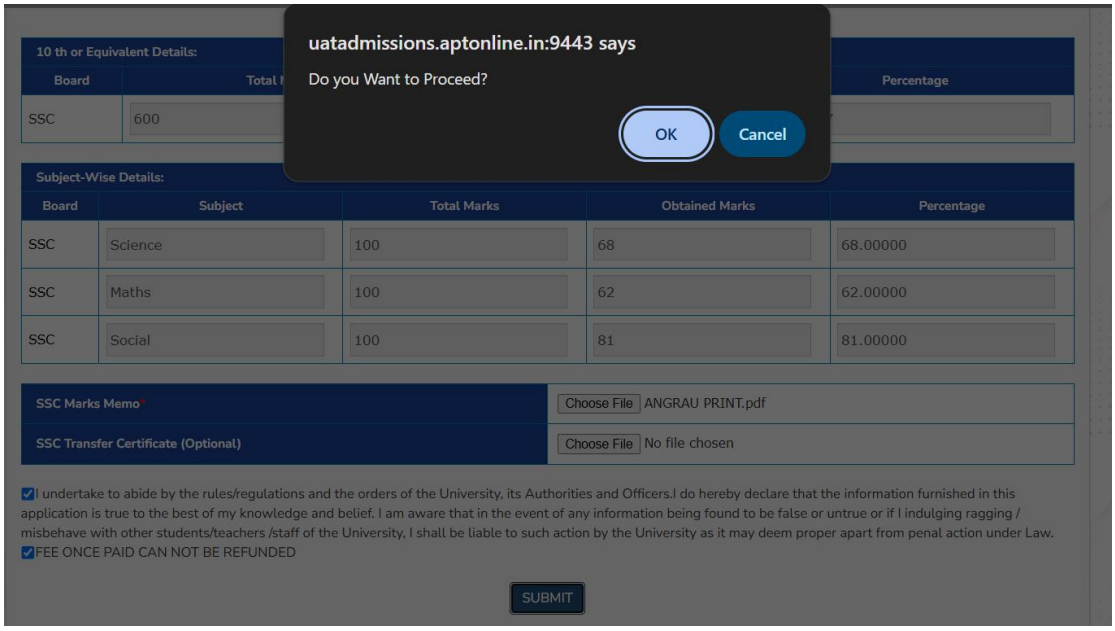
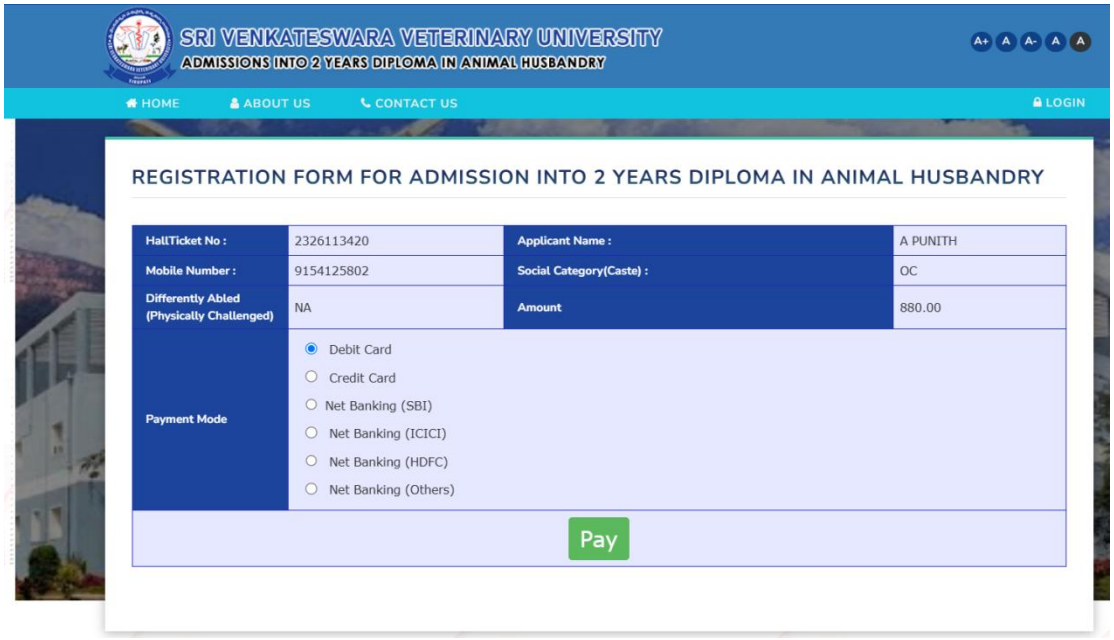
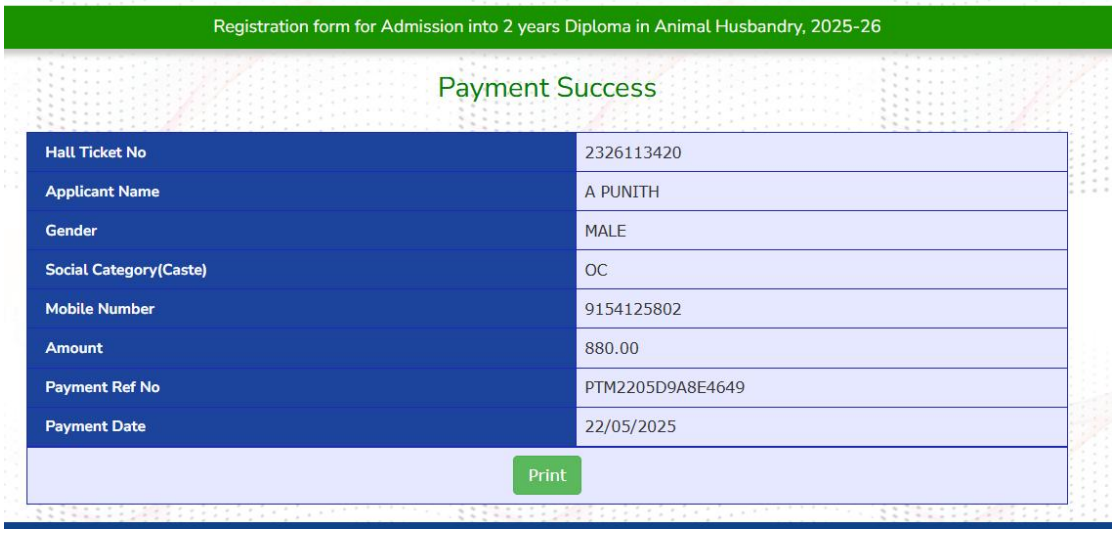


☑ I undertake to abide by the rules/regulations and the orders of the University, its Authorities and Officers.I do hereby declare that the information furnished in this application is true to the best of my knowledge and belief. I am aware that in the event of any information being found to be false or untrue or if I indulging ragging / misbehave with other students/teachers /staff of the University, I shall be liable to such action by the University as it may deem proper apart from penal action under Law.

☑ FEE ONCE PAID CAN NOT BE REFUNDED

SUBMIT

After clicking on the Submit button, a pop-up message will appear, that do the candidate wish to proceed or not for confirmation.



If candidate clicked on YES then it will redirect to the payment page.